Unit/Organization: NCI-Frederick / SAIC-Frederick, Inc.

Conference/Hotel Requirements

Type of Meeting	Number of Attendees	Number of Days/Nights	Monthly/Yearly	Special Facility Requirements
NCI or SAIC-Sponsored Scientific Conferences And Symposia	100-250	2-3	~ 12 per year	Theater-style auditorium, large meeting space for classroom style set up, additional rooms for breakout panels, a speaker presentation review area, a large lobby for registration and refreshment breaks, commercial exhibition space, scientific poster presentation area, a coat/luggage area, a business services area with copier, fax, and computer hook-ups for email retrieval/sending. Catered refreshments and meals. May involve lodging for approximately half of all attendees.
Lodging for SAIC employment candidates, new hire relocations	74 room nights per month	1-2 days per event	888 room nights per year	More activity in spring and summer than in autumn and winter.
Lodging for SAIC visiting researchers, speakers, consultants	40 room nights per month	Various durations	480 room nights per year	Evenly distributed throughout the year.

Lodging for NCI visiting researchers, speakers, consultants	5 room nights per month	Various durations	60 room nights per year	Evenly distributed throughout the year.
SAIC personnel meetings and training events (HR)	350-400	1	2 per year	Auditorium with standard AV support (overhead projector or LCD projector for PowerPoint). No lodging requirement.
Social events such as special recognition / retirement receptions	100-300	1	3-4 per year	Light refreshment service, podium with audio system. No lodging requirement.
Spring Research Festival (possibly)	~3,000	2	Annually in May	Total of 12,000 sq. ft. exhibition space, with electrical and computer connectors for 325 exhibitors and provision for display of 100 scientific posters measuring 4′ X 6′. May require lodging for some commercial exhibitors perhaps 10%.
FME All-Hands Meeting	250	1	Quarterly	LCD Projector, PC, Document Camera, Theatre Seating, Auditorium for 300. No lodging requirement.
C&A All-Staff Meeting	225	1	Yearly	LCD Projector, PC, Document Camera, Theatre Seating, Auditorium for 300. No lodging requirement.
Advanced Training Courses	20-30	7	2-3 Yearly	Classroom-seminar seating, 20-PC, 10-MAC, LCD Monitors, LCD Projector, Network Server, Print Server, Smart Board, Videoconference Unit, Internet Access. Lodging required for all participants.